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CIVIL SERVICE MANUAL,

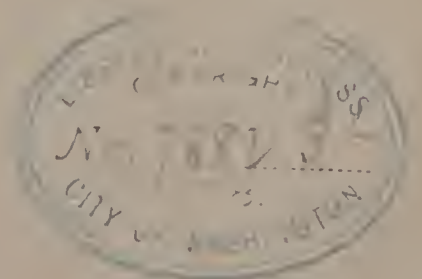
OR

Key to Government Appointments.

Being copies of the Official Rules and Regulations Governing Applications and Admission to the Civil Service, showing the qualification requisite for Positions, together with the EXAMINATION IN EACH DEPARTMENT, QUESTIONS, ETC., IN FULL. And also valuable information pertaining to Appointments, Consuls, Special Agents, Postmasters, etc., not subject to Civil Service Rules.

BY
T. H. DONEHU,
WASHINGTON, D. C.
1878.

Price, \$1.



EX 716
II

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CIVIL SERVICE MANUAL.

In presenting this little manual to the public the author feels satisfied that he effectually supplies a deficiency long experienced by persons seeking Government situations. The information and instruction herein contained, and, for the first time, made public, is designed to aid and assist those only, who, desirous of entering the civil service, possess all the necessary qualifications of character and ability to successfully compete for admission, thereby relieving Members of Congress, Heads of Bureaus, and other officials, from the continuous annoyance of worthless and incompetent persons importuning for positions, whose capacity for same are based solely upon personal or political services rendered.

Political influence, which has long been one of the chief requisites for obtaining and retaining positions in the public service, is, under the present system of civil service reform, no longer effectual. While the indorsement of a Senator, Member of Congress, or other high official, may be of service in obtaining for a candidate a designation before the Board, and a fair presentation of his case, it will in no wise influence his appointment, unless, upon examination, he is found duly qualified, under the rules and regulations governing admissions to the service, as promulgated by the President, and fully set forth in this little volume for the instruction and guidance of applicants.

The plan of the apportionment of appointees among the several States, as recommended by the Board, is now being carried into effect in some of the Departments, and will no doubt, before the close of the present Administration, be the established rule in all the executive offices of the Government, the feeling being very strong among the people that the appointments in said offices should be apportioned among the States, if not in exact proportion to population, at least in such a manner as to give to each section a fair proportion of the offices. This is as it should be, and will prove a wise and popular measure.

The people of all sections, irrespective of party, are alike interested in the financial welfare of the country, and should, therefore, have equal voice in the selection of the public servants, to whose faithful trust is confided the collection and disbursement of the vast revenues of the Government.

Persons conversant with Government affairs at Washington and elsewhere, are aware that a very large number of the officials now employed in the various Departments were appointed without being subjected to any examination whatever. They received their appointments either through personal favor, or as a reward for political service, and,

in many cases, without regard to character or ability. The question is frequently asked, "Why should not the Government have as efficient and able agents for the transaction of its business as private enterprise in its pursuit?" That it has had no such resource; that its officials, to an alarming extent, have been inefficient, careless, and dishonest, is a fact few will care to question. This originates from many causes, chief among which are the following: First, the pay of Government employees holding responsible positions is not sufficient to insure the best service; secondly, the tenure of office has been so insecure that it afforded no stimulant to efficient service; and, thirdly, the qualifications for appointment were not based on character and ability, but in political services. Government appointments have heretofore been almost wholly monopolized and controlled by the party in power, upon the principle, first inaugurated during the administration of General Jackson, "to the victors belong the spoils." Hence the great lack of competent and reliable agents and employees in the public service.

It has been customary upon every change of Congress, or the Administration, to authorize extensive reductions in the clerical force of the various Departments, under the pretence of economy, retrenchment, &c., when, in reality, the chief object and purpose of the movement has been to make places for political followers and favorites of the recently seated Members, and newly appointed Heads of Departments and Bureaus. The people everywhere are informed, through Congress and the press, of the millions saved by the vast reductions in the clerical force of the Departments, but learn nothing of the immediate appointment of an almost equal number to those discharged, of incompetent and inexperienced persons to fill their places, including a small army of "Political Hacks," if I may be allowed the term, whose only qualification for office is based on the claim that through their valuable aid and influence the country, state, or district, was saved at the last election, and the peoples choice, the symbol of justice and right, honestly (?) counted in. That the Government has been a severe loser by this system few will deny, such persons having rendered but very slight equivalent for the salaries paid them. They have taken little or no interest in the official duties of their positions, and were known to be absent attending town, county or other elections, at the expense of the Government, a large part of their time. Practical business men, and young men of integrity and mercantile ability, such as are actually required in the executive offices of the Government, have seldom applied for positions, knowing the futility of so doing without the required political influence to back them. Under the present system, however, such influence, unless accompanied by merit and ability, will avail but little.

The rules and regulations now in force, declare that "no person shall be admitted to the civil service who is not a citizen of the United States; who shall not have furnished satisfactory evidence in

regard to character, health, and age; and who *shall not have passed a satisfactory examination in speaking, reading, and writing the English language.*”

The fair inference from these provisions is, that any citizen of the United States who furnishes the required evidence, and who passes the prescribed *preliminary* examination, is entitled to make application for admission to the service under the rules. Inasmuch, therefore, as women, born or naturalized within the United States, are citizens under the Fourteenth Amendment to the Constitution, and as Act of July 12, 1870, authorizes the appointment of “female clerks who may be found competent and worthy, to any of the grades of clerkships known to the law,” the Board considered that under the rules and regulations of the civil service women are entitled to compete for admission on the same terms as men. They have, therefore, been admitted to the examinations for clerkships of class one on the same terms as men, and as a consequence a large number have received appointments in that grade.

RULES AND REGULATIONS

Governing applications and examinations for appointments to clerkships of class one, and to all lower grades which are open to competition in the Executive Department of the Government, at Washington and elsewhere, as adopted by the civil service board.

1. Every application must be made in the handwriting of the applicant, and addressed to the Head of the Department in which employment is desired.

It must state applicant's name in full, place and date of birth, legal residence, and how long it has been such; education, occupation past and present; whether ever employed in the civil service, and if so, when, how long, in what branch and capacity, and reasons for leaving the service, and whether ever in the Regular or Volunteer Army or Navy, and if so, when and in what organization and capacity.

The application should also state the grade of clerkship to which the applicant desires to be appointed.

2. Every application must be accompanied by a certificate, signed by two trustworthy and responsible persons, well known in the community in which they reside, that the applicant is personally well known to them to be of good moral character, and of temperate and industrious habits, to being a citizen of the United States, and faithful to the Union and the Constitution. It must also be accompanied by the certificate of a practicing physician as to the applicants health and physical capacity to perform clerical labor.

3. Applications for appointment filed previous to April 16, 1872, must be renewed or perfected in accordance with these rules, to entitle them to consideration.

4. No application from persons under eighteen years of age will be considered, except for the position of counters in the Treasury Department, applicants for which must not be less than sixteen years of age.

5. All applications upon their receipt will be carefully examined, and those which do not conform in every particular to the foregoing requirements, and such as show that the applicants are manifestly not qualified for clerical service, will be rejected. All other applicants will be designated as eligible for examination, and will be so notified.

6. At least ten days prior to each examination a notification to appear at a time and place to be stated will be mailed to the eligible candidates, unless it should be found impracticable to examine all of them, in which case a practicable number will be selected and notified to appear for examination. Those not selected to appear will still remain on the eligible list.

Inasmuch as applications are to be made in writing, and each case decided upon its merits, personal importunity will have no weight.

7. All candidates for appointments to clerkships of class one will be subjected to a written examination upon the following subjects:

Penmanship; writing and briefing letters; elements of English grammar, chiefly orthography and syntax; arithmetic, fundamental rules, fractions, percentage, interest, and discount; elements of accounts and book-keeping; history and geography; general questions, principally such as relate to the United States, and prominent features of the Government of the United States.

8. Candidates for appointment to grades below clerkships of class one will be examined in like manner upon the following subjects:

Penmanship; copying; elements of English grammar, chiefly orthography and syntax; and fundamental rules of arithmetic.

9. Proficiency in penmanship, orthography and punctuation, will be determined principally by a review of the examination papers, and as far as possible the examination in all the branches will be confined to practical exercises.

10. In examinations for appointment to positions requiring special technical knowledge, such additions may be made by the Board of Examiners to the list of subjects as the nature of the case may require.

11. Candidates will be examined during office hours, and in no case will their examination be continued more than one day. The Board of Examiners will prepare a list of the persons examined, in the order of their excellence, as proved by such examination, beginning with the highest, and will then certify to the head of the Department the names standing at the head of such list, not exceeding three.

12. When more than one appointment is to be made, the vacancies will be numbered, and the first three names will be certified for the first vacancy, the remaining two and the fourth for the second vacancy, and the remaining two and the fifth for the third vacancy, and so on for the whole number of vacancies.

13. The examination papers of any candidate who shall have passed a minimum standard of *sixty per centum*, but who shall fail to be appointed, will, if requested by the candidate, be brought into competition with those of candidates who shall compete for vacancies of the same class and nature at other examinations occurring within one year.

14. The regulations governing admissions to the Departments provide for the continuous receipt of applications for admission to the lowest grades of clerkships, without reference to the existence of vacancies at the time the applications are made, and for the selection of a practicable number of candidates from those whose applications are on file ten days prior to an examination.

15. The questions used in the examination are printed on sheets of foolscap, with sufficient blank space after each question in which to write the answer. The number of sheets usually employed is eleven, and is intended as a practical test of efficiency at the desk, the whole being about equal to a fair days work in an office.

16. Upon completing the answers to the questions, the candidate should note on the paper the exact time he has been engaged upon it. This is required in order to determine the relative readiness of candidates in different branches of the examination, and is sometimes used as a guide in assigning them to duty in the Department.

17. The character of the questions on each sheet is as follows :

Upon the first sheet the candidate is required to write a brief personal history of himself, embracing his full name, date, and place of birth, education, and subsequent experience in business or profession.

The second sheet contains about eight or ten exercises in arithmetical numeration and notation.

The third sheet contains two exercises in simple addition, consisting of two columns of figures, each extending to millions.

The fourth, fifth, and sixth sheets contain six or seven miscellaneous exercises in arithmetical computation, and include questions in common fractions, decimal fractions, percentage or discount, interest, calculation of customs duties, purchase or sale of U. S. Bonds, and conversion of gold into currency or currency into gold. (*The operation must be given at length in each case.*)

The seventh sheet contains a simple exercise in the statement of an account.

The eight sheet is devoted to a few general questions in history, government, and geography, and relate principally to the United States.

The ninth sheet contains an exercise in the correction of false orthography and punctuation, being an extract of moderate difficulty from some standard work, or from an official report; a portion of the words being misspelled, and the punctuation marks misplaced. The candidate is simply required to correct the mistakes in orthography and punctuation without otherwise altering the words or their order.

The tenth sheet consists in the correction of eight or ten simple examples of false syntax, interspersed, it may be, with a few correct sentences.

The candidate is not asked whether he knows anything about the formal rules of grammar, but is simply tested as to his ability to use the English language correctly, or what is substantially the same, to detect its incorrect use.

The eleventh and last sheet—the letter and brief. The candidate is merely required to write a letter of a prescribed length upon a set subject, or upon one chosen by himself, and to fold and brief it.

In accordance with the scale of relative weight adopted, the Board of Examiners, in granting certificates, attach the greatest weight to the indispensable requisites, such as penmanship, arithmetic, orthography and syntax. Special qualifications for particular kinds of duty, such as book-keeping, letter-writing, and briefing, being assigned a less weight in the scale.

It is a well-known fact that many really capable and worthy persons are and have been deterred from seeking admission to the civil service simply from a want of confidence in their ability to pass the required examination; believing that the possession of a collegiate or academic education was necessary in order to successfully compete. This is a very grave error, and has, no doubt, occasioned the non acquisition to the service of many valuable and efficient clerks. Such error is clearly proven by the official report of the Board of Examiners, which shows that fully two-thirds of the successful candidates competing, received but a common school education. Many again have applied, and receiving their designation, have failed in their examination, not from lack of ability on their part to answer the questions, but simply from want of that coolness and composure so requisite upon such an occasion. Being of timid or nervous temperaments, and having been kept in utter ignorance as to the extent and drift of the examination (as candidates are seldom given more than one sheet at a time) they completely lose their heads in the apprehension and excitement of the moment. Had they received, previous to presenting themselves before the Board, some little insight as to the character of the examination and tenor of the questions likely to be propounded, they would have sat down to their work with a much steadier nerve, and the result no doubt would have proven different in many cases. For the guidance and instruction, therefore, of all those desirous of making application to be placed on the eligible list of candidates for appointment in any of the various bureaus or offices of the Government, I here give an

official series of the examinations, as obtained from official sources, and questions embodied therein will be found to be the same as are now being used in the examinations of candidates for positions in the several Government Departments. This information has never before been imparted to the public, either inside or outside of the offices, and will prove to be *invaluable* not only to those seeking admission to the civil service, but also to persons of all classes now *in* office, and who may hereafter desire to compete for promotion.

EXAMINATION PAPERS FOR ADMISSION AND PROMOTION IN EACH DEPARTMENT.

Admission to Fill Vacancies in the Grade of Female Clerks at \$900 a Year.

TREASURY DEPARTMENT.

SHEET 1.—

1. Name and Address.
2. Residence.
3. Place of birth.
4. Date of birth.
5. State briefly as to your education.
6. What experience in business or profession.
7. What experience as a clerk.

SHEET 2.—*Arithmetical.*

8. Write in figures the following numbers:
Thirty thousand and twenty-one.
Three hundred and one thousand and six.
Five hundred and seventy-two millions six hundred and one.
9. Write at length the numbers expressed by the following figures:
307,003.
2,706,103.
572,601,300.
25,601.

NOTE.—The answers must be given immediately under the questions to which they pertain.

SHEET 3.—

10. Add the following columns of figures:

\$311,538 83	\$118,248 30
194,572 32	92,718 50
14,709 46	150,476 14

118,248 30
 92,718 50
 150,476 14

103,880 82
 149,004 15
 175,111 81
 193,636 59
 269,803 41
 315,022 36
 205,217 87
 379,558 23
 384,720 19
 445,485 18
 464,546 52
 427,124 98
 337,032 62

SHEET 4.—

11. How long will it take one hundred ladies to count \$3,000,000 in fractional currency, one-third of which is in notes of the denomination of 50 cents, one-third in 25 cents, and the remaining third in 10 cent notes, if each lady counts at the rate of 50 notes per minute?

12. The Treasury Department purchased 756 reams of foolscap-paper, for which it paid \$1,784.16; 672 reams of letter-paper, for \$1,518.72; and 345 reams of note-paper for \$741.75. What did the whole cost, and how much was paid per ream for each kind?

13. How many dollars in greenbacks can fifty presses print in one hour, if each press prints 30 impressions of paper per minute, and each impression contains 12 notes of the denomination of \$5?

(Sheets 5, 6, and 7 are omitted in this grade.)

SHEET 8.—*Orthography and Punctuation.*

14. Copy the following passage, clearly and legibly, correcting mistakes in spelling and punctuation, but not otherwise altering either the words or their order:

The most evident cause of superior productiveness is what are called natural advantages. These are various, fertility of soil is won of the principle. In this there are great varieties, from the deserts of Arabia to the alluvial plains of the Nile and the Mississippi. A favorable climate is even more important than a rich soil. Their air countries capable of being inhabited but too cold to be comfortable with agriculture. Their inhabitants can not pass beyond the nomadic state; they must live like the Laplanders by the domestication of the reindeer if not by hunting or fishing like the miserable Esquimaux. There are countries where oats will ripen, but not wheat such as the north of Scotland; others where wheat can be grown but from excess of moisture affords but a precarious crop as in parts of Ireland.

SHEET 9.—*Syntax.*

Copy the following sentences, and correct such as contain errors in syntax :

Not one of the ladies knew what they were to do.

That desk is the smallest of the two.

More than a year has elapsed since the organization of the system.

It is not practicable to dispense with the services, neither of the counter nor the copyist.

Our public debt as well as finances are under the control of the Treasury Department.

The Attorney-Generals opinions are given in writing.

Taxes are either direct or indirect.

Who is the Supervising Architect appointed by?

The work was did remarkably well.

No one can make a good copyist unless they are careful.

SHEET 10.—

Copy the following passage, taking care to write as well as you can :

Let us suppose in any country a circulating medium purely metallic, and a sudden casual increase made to it; for example, by bringing into circulation hoards of treasure, which had been concealed in a previous period of foreign invasion or internal disorder. The natural effect would be a rise of prices. This would check exports and encourage imports; the imports would exceed the exports, the exchanges would become unfavorable, and a newly-acquired stock of money would diffuse itself over all countries with which the supposed country carried on trade, and from them, progressively, through all facts of the commercial world. The money which thus overflowed would spread itself to an equal depth over all commercial countries. For it would go on flowing until the exports and imports again balanced one another; and this (as no change is supposed in the permanent circumstance of international demand) could only be, when the money had diffused itself so equally that prices had risen in the same ratio in all countries, so that the alteration of price would be for all practical purposes ineffective, and the exports and imports, though at a higher money valuation, would be exactly the same as they were originally. This diminished value of money throughout the world (at least if the diminutive was considerable) would cause a suspension, or at a diminution, of the annual supply from the mines, since the metal would no longer command a value equivalent to its highest cost of production. The annual waste would, therefore, not be fully made up, and the usual causes of destruction would gradually reduce the aggregate quantity of the precious metals to its former amount; after which their production would recommence on its former scale. The discovery of the treasure would thus produce only temporary effects.

SHEET 11.—*Transcribing from rough draught.*

17. Make a fair copy of the following rough draught of a letter, writing correctly and neatly, and writing out all abbreviations at full length:

(The rough draught being photo-lithographed, it is not practicable to reproduce it here.)

Note on each sheet the exact time engaged upon it. In questions in arithmetic, the operation must be shown at length in each case.

TREASURY DEPARTMENT.

Examination for Admission.

SHEET 1.—

1. Name ?
2. Residence ?
3. Place of birth ?
4. Date of birth ?
5. State briefly as to your education.
6. What subsequent experience in business or profession ?
7. What clerical experience ?

SHEET 2.—*Arithmetical.*

8. Write in figures the following numbers :
Thirty-two thousand and sixty.
Four millions two thousand and six.
Six hundred and one millions twenty-five thousand, three hundred and one and decimal eleven hundred-thousandths.
9. Write at length the numbers expressed by following figures.
301.500
231,607.005
506.002,5
249,064.000,01

SHEET 3.— *Two exercises in simple Addition.*

3,764,078,795	3,764,078,795
10,974,113,410	10,974,113,410
20,946,421,525	20,946,421,525
30,922,681,342	30,922,681,342
26,602,753,743	26,602,753,743
19,108,758,941	19,108,758,941
15,835,646,086	15,835,646,086
31,153,383	31,153,383
19,457,232	19,457,232
2,470,946	2,470,946
11,824,830	11,824,830
9,271,850	9,271,850
15,047,614	15,047,614
	10,388,082
	14,900,415
	17,511,181
	19,363,659
	26,980,341
	31,502,236
	20,521,787
	37,955,823
	38,472,019
	44,548,518
	46,454,652
	42,712,498
	33,703,262
	31,578,347

SHEET 4.—

11. The standard gold dollar of the United States contains nine parts of pure gold and one part of alloy, and weighs 25.8 grains troy. How many grains of gold and alloy, respectively, are required for the coinage of 6,983 gold dollars?

12. The Ordnance Department sold at public auction 12,750 condemned Springfield muskets at \$12.37½ each, the original cost of which was \$14.75 each; 3,075 sabers at \$3.87½ each, which cost \$5.31¼ each; and 100,000 rounds of cartridges for \$5,000, the original cost being \$1.25 per 100 rounds. What was the total original cost, and what was the amount realized?

SHEET 5.—

13. The duty on spool thread of cotton, containing 100 yards to the spool, is 6 cents per dozen spools, and in addition thereto 30 per cent. ad valorem (or upon the value.) What is the amount chargeable on 11,153 spools, valued at 3 cents a spool.

14. A transport was hired to carry 315 tons of Government stores

from New York to Charleston, at the rate of \$3.3125 per ton per month. The vessel left New York at 2 o'clock, August 16, 1871, and reached Charleston on the 21st of the same month at 11 o'clock a. m. How much pay was due, allowing 30 days to the month?

15. What time is required for \$25,250 to gain \$5,162.22 $\frac{2}{9}$, at the rate of 8 per cent. interest per annum, reckoning 360 days to the year?

SHEET 6.—

16. A paymaster made the following payments to the regiments of a brigade, to wit, to the first regiment \$10,000 ; to the second, \$9,500 ; and to the third, \$8,572.62. Of these amounts \$2,500, \$2,275, and \$1,850 were respectively suspended for informalities in the vouchers. What was the per cent. of suspensions in each payment, and on the total amount paid?

17. Calvin Hale pays \$7,350 in currency for Indian goods worth \$6,345, at gold prices. What is the premium on gold; what is gold worth in currency; and what is currency worth in gold?

SHEET 7.—*Accounts.*

18. Thomas Jones is a disbursing officer of the United States. January 1, 1872, there was advanced to him \$6,000; on April 1, 1872, \$2,500; on May 15, 1872, \$1,761; and on June 1, 1872, \$550.59. He has made disbursements to the amount of \$10,156; on \$5,000 he is entitled to a commission of $\frac{3}{5}$ per cent.; on \$3,000 to a commission of $\frac{2}{3}$ per cent. and on the remainder to a commission of 1 per cent. State the account of the United States with Thomas Jones in the form beneath.

SHEET 8.—*History, Government and Geography.*

19. During what war did the battle of Buena Vista take place?

20. What American general was killed at the battle of Bunker Hill?

21. When and where did General Robert E. Lee surrender?

22. What is the highest judicial tribunal in the United States?

23. When is the electoral vote cast?

24. Where is the Island of San Juan?

25. Name the States and Territories lying on the northern frontier of the United States, extending from the Atlantic to the Pacific Ocean.

26. In the following list, state which are sea-ports and which inland cities: Boston, Tallahassee, Baton Rouge, Richmond, Syracuse, Detroit and Cleveland.

SHEET 9.—*Orthography and Punctuation.*

27. Now if the revival of the english nashunality had meant the expulshun of the dominant norman race. This would verry probably

have bin, the course taken And the reactshun would have put under a common ban langwidge and institushuns alike, But happily it meant know sutch thing it meant the blending of the two races into one; the forming of a new english nashun, by the gradyoual coalishun of the two by the growing consciousness that this england was the equil heritage of both. The wellfare of which was the kommon interest of both; it was not on either side a tryumph, but where under these circumstances should a suply of the new necesitys be so naturally look for as from the french,—That was the langwidge of one of the parties in this happy transaction, of the one which in respect of langwidge was giving up for the most and which therefore might fairly look for this parshal compensashun.

SHEET 10.—*Syntax.*

28. Copy the following sentences and correct such as contain errors in syntax.

Wisdom and not wealth procure esteem.

I would not act thus if I was him.

Which is the prettiest of the two?

A just man will deal justly, and a foolish man will act foolishly.

Milton is an Author who I am much delighted with.

Neither John or James will send their books.

It is etiquette not to set down in the presence of royalty.

The world government is not left to chance.

SHEET 11.—*The Letter and Brief.*

Write a letter of about one page, addressed to the head of the Department in which you seek an appointment, giving the date and place of your birth, your present legal residence and post office address, and a statement of your education and of your occupation to the present time, especially such as in your opinion have tended to fit you for a clerkship under Government. Sign the letter with your full name, fold it and indorse upon it a summary or brief of its contents. This exercise is designated to show your skill in simple English composition.

POST OFFICE DEPARTMENT.

Examination for admission to fill vacancies in clerkships of Class One.

SHEET 1.—

1. What is your full name?
2. Where and when were you born?
3. Of what State or Territory are you a citizen?
4. What was the nature of your education?
5. In what profession or business have you been engaged?

SHEET 2.—*Grammar.*

1. Write a letter, addressed to the Postmaster General, consisting of not more than two pages nor less than one full page, upon any subject you may consider suitable to exhibit your skill in plain English composition. Sign the letter, fold it, and indorse upon the back a summary of its contents.

NOTE.—From this letter, principally, the board of examiners will judge of your proficiency in *orthography and punctuation*; but errors in those branches found anywhere in the examination-papers will be taken account of, and for each error in *orthography*, *five* units will be deducted from the final result of the examination. Errors in punctuation will detract from the value to be assigned to the answers in which they may be formed in proportion to the importance of the errors.

SHEET 3.—*Syntax.*

1. Is the following correct? If not, wherein does its incorrectness consist? “I hoped to have seen you.”

2. What number must the verb be in when two or more singular subjects are taken together?

3. Write an incorrect sentence, point out the error, and explain why it is such.

Correct the sentences following that are incorrect:

4. Both were unfortunate, but neither are to blame.

5. Who do you charge with the crime?

6. Who was you speaking to when I came in?

7. He learns me grammar, but neither of us speak English correct.

8. Wisdom and folly govern us.

9. There comes three persons, either of which accomplish with ease what you propose.

10. I, they, and you, having completed your studies, it becomes us to be as they are respected by all for their virtues.

SHEET 4.—*Arithmetic.*

1. Write in figures the following numbers:

One million one hundred and eleven thousand and two and decimal one thousand one hundred and one millionths.

2. Write in words the following figures:

263,478,978.000,346,9

SHEET 5.—

3. Add the following figures :

26,342,981	82
87,063,562	04
63,572,386	50
49,682,463	05
76,435,879	45
89,572,341	06
47,326,121	80
74,623,112	45
67,472,809	63
643,752	05
847,962	45
206,463	65
784,962	37
536,487	94
683,548	75
468,684	57
372,890	45
683,570	46
736,683	64
673,386	41

SHEET 6.—

In the following examples give the whole work :

4. What is the sum of the following fractions :

$$\frac{17}{18}, \frac{5}{22}, \frac{1}{2}, \frac{3}{4}, \frac{7}{8}, \frac{5}{6}, \frac{2}{3}, \frac{8}{9}?$$

5. What is the interest on \$760.89 for nine months and twenty days, at 5 per cent. per annum ?

6. At the rate of 10 per cent. per annum, (360 days to the year,) what time will it require for \$24,000 to gain \$208 $\frac{1}{3}$?

7. If \$664.20 $\frac{20}{919}$ gold will pay a note of \$763 in currency, what is the premium on gold ?

8. By act of March 3, 1873, the pound sterling is declared to be equal to \$4.8665. What amount of United States coin would it require to pay a debt of £780 18s 11d ?

SHEET 7.—*Bookkeeping.*

John Waters, postmaster at Ralston, on July 1, 1872, had a credit-balance of \$74.58 due from the United States. On the 10th of July he received from the Department postage-stamps amounting to \$854; on July 15th he collected a draft for \$940 on the postmaster at Sacksville; on August 2d he paid a contractor his dues for the previous quarter's service, less a fine of \$28.75 for neglect of duty, on a route upon which the compensation was \$980 per annum; on the 7th of August he paid a draft on him for \$462.37; on September 30th he paid his own salary

for the quarter, rated at \$1,800 per annum; also the quarterly salaries of three route-agents, at \$900 per annum each. During the quarter he collected \$9.75 on unpaid letters, \$8.75 on newspaper-postages, and \$75.34 for box rents. State his account with the United States, in proper form, for the quarter ended September 30, 1872.

SHEET 8.—*History, Geography and Government.*

1. For what length of time did General Harrison hold the office of President of the United States? Give the date of his death.

2. When did President Lincoln issue his first proclamation for troops to suppress the rebellion, and for what number did he call?

3. When did General Grant's army enter Richmond?

4. Name the States that do not border on the ocean, gulf, or great lakes.

5. Name the States crossed by the meridian of Washington.

6. What are the three principal mountain-systems of the United States?

7. In what two cases only may the writ of *habeas corpus* be suspended?

8. What is the subject of the fifteenth amendment to the Constitution?

DEPARTMENT OF JUSTICE.

Questions propounded to candidates for admission as clerks of Class One.

SHEET 1.—

The candidate will write a letter, directed to the Attorney General applying for a position in this Department, and giving a short account of his education and past life, the letter to be not less than a page and a half nor more than three pages long, of letter paper.

SHEET 2.—*Sentences to be corrected.*

Between you and I, there is no truth in the report.

William has broke the chair.

I learned him how to do it.

My Christian and surname begin and end with the same letter.

The man is neither great or good.

There's the book you wanted.

I am not so good a scholar as him.

They have done much more than us.

He has ran from the house into the garden.

When I was as young as her I could sing better than her.

The man called on me agreeable to promise.

It was him who you consider your friend.

A man ought to live suitable to his station.

Every one of those boy are idle.
Neither William nor John were present.
Seven and five is twelve and four is sixteen.

SHEET 3.—*Arithmetical.*

1. In the reduction of £s (English currency) to shillings, which is the multiplier and which the multiplicand?
2. What is the rate per cent. on an investment of 7 per cent. stock at $12\frac{1}{2}$ per cent. discount?
3. Express $\frac{11}{320}$ decimally.
4. Find the sum of two and twenty-five thousandths, five and twenty-seven ten thousandths, forty-seven and one hundred and twenty-six millionths, one hundred and fifty and seven-tenths.
5. Divide 6 by .005.
6. I have \$947.86 and wish to remit to London £364 18s 8d, exchange being $8\frac{1}{4}$ per cent.; how much more money do I need?
7. What is ratio?
8. What is cancellation and its effect?
9. Divide 714,394,756 by 1,754.

SHEET 4.—*Example in simple addition, same as Sheet 3, Treasury.*

SHEET 5.—

1. A merchant buys goods amounting to \$2,965 and loses 15 per cent. by damage; what is his loss?
2. $\frac{5}{8}$ of 48 is $\frac{5}{9}$ of how many times 9?
3. What is the analysis of a proposition?
4. What is decimal currency?
5. What is the unit of French money, and what is its value in American money?
6. If a stack 10 feet high has 2 tons of hay, how high is a similar one of 16 tons?
7. What is proportion?

SHEET 6.—*Questions in Bookkeeping.*

1874. Memoranda: John Jones, Grocer.

Jan. 11. Began business with cash, \$3,500.

“ “ Bot. 110 bbls. flour at \$8.

“ 12. Sold Colt & Wilson 20 bbls. at \$8.50, cash.

“ “ Pd for set of books, \$15.

“ 13. Bot. of William Gray 10 bales cotton on account, \$1,000.

“ 14. Sold Spencer & Bro. 50 bbls. flour, at \$10.

“ 15. Bot. of G. Jones 95 bbls. flour, at \$9.

“ 16. Bot. 10 bags Rio, \$70.

“ 18. Repair of store, \$15.

“ “ Bot. 10 bbls. sugar, at 20 cents, (200 lbs. each.)

“ 19. Pd drayage, \$3.

“ “ Pd Wm. Gray on account, \$200.

“ 20. Sold factory, 9 bales cotton, \$1,200.

- “ 21. Sold Brown & Son 40 bbls. flour, at \$10.50.
- “ 22. Sold Packard 8 bbls. sugar on account, at 22 cts.
- “ 23. Sold factory 65 bbls. flour, at \$10.
- “ 25. Received from Rockwell on account, \$150.
- “ 26. Sold Spencer & Bro. 10 bbls. flour, at \$10.
- “ 27. Sold Brown & Son 5 bags Rio, \$65.
- “ 28. Pd Wm. Gray on account, \$750.
- “ 29. Pd clerk to Feb. 1, \$30.
- “ 30. Pd rent to Feb. 1, \$66.
- “ “ Bot. hhd. bacon, \$410.

Make inventory mchdse. unsold Jan. 31, 1874, at rates of sales.

Make balance account indicating “resources,” “liabilities,” and “gain.”

DEPARTMENT OF THE INTERIOR.

Examination for admission to fill vacancies in clerkships of Class One.

(Sheets 1, 2 and 3 are the same as shown in Examination No. 1, for admission to Treasury Department, with the exception of some slight change in the figures or numbers.)

SHEET 4.—*Arithmetical.*

11. What is a pile of wood 15 feet long, $10\frac{1}{2}$ feet high, and 12 feet wide worth, at \$4 50 per cord?

12. Find the interest on \$419.10 for 1 year, 8 months, and 15 days. at 6 per cent., and also at 8 per cent. per annum.

13. Multiply 874.0691 by 79.0473.

SHEET 5.—

14. Divide 1979 by 11.225, and divide 127.555 by 63.

15. Find a common divisor of 72 and 90.

16. $2\frac{1}{2}$ cents is what per cent. of 10 cents?

17. 10 cents is what per cent. of $2\frac{1}{2}$ cents?

SHEET 6.—

18. If seven men can mow a field in 19 days, in how many days will 20 men mow it?

19. What is the gold value of a currency dollar when gold is 13 per cent. premium?

20. Reduce $7\frac{5}{8}$ to a decimal.

SHEET 7.—

21. Add $\frac{24}{46}$ to $\frac{12}{23}$.

22. Subtract $\frac{2}{9}$ from .97.

23. Divide $\frac{3}{4}$ of $\frac{7}{12}$ by $\frac{1}{3}$ of $\frac{2}{12}$.

SHEET 8.—*History, Government and Geography.*

24. Define the several kinds of Government. Which kind is ours?

25. Name the thirteen original States.
26. How many States and Territories in the United States?
27. What is the process of amending the Constitution of the United States?
28. What is the mode of electing a President of the United States?
29. When was the Constitution of the United States adopted, and how?
30. How is each State represented in the House of Representatives in Congress, and how in the Senate? and give a reason for the difference.
31. Name the co-ordinate branches of our Government; in which branch is the patronage of the Government principally vested?
32. Why is the appointment and removal of the heads of Departments and Bureaus vested in the President of the United States?
33. What is the difference between geography and geology?
34. Give the latitude and longitude of Washington, New York City and San Francisco.
35. What State has the greatest area in square miles? What State has the smallest? What State has the largest population? What is the population of the United States?

SHEET 9.—*Orthography and Punctuation.*

36. Copy the following and correct the Orthography and Punctuation:

In february 1631 a puritan mineaster arived in new england by the name of roger williams, he was as yet scarcely thurty years of aige he was a man of some enlitened views but his temper was not properly disciplined he Was however an ardant friend of liberty, and a fo too every form of legal intolerance he wus at furst paster of a church in Salem here having advanced the oppinion that a commonwealth is bound to Protect all denominashuns of christians rather more boldly than was acceptible to the Massachusetts government and having also anounced some strainge oppinions with an over bairing spirrit he was tried for herecy and wus sentenced to leave the province.

SHEET 10.—*Syntax.*

37. Correct the following sentences:

The inquisitive and curious is generally talkative.

True rhetoric and sound logic is very near allied.

Rebecca took goodly raiment and put them on Jacob.

Neither Roman or Saxon have added anything to his categories.

The chasm was twenty feet broad.

These sort of fellows are very numerous.

Where are you going at?

Wisdoms precept's forms the good mans happiness.

SHEET 11.—*Letter and brief.*

Write a letter addressed to the head of the Bureau in which you

desire an appointment, covering at least two pages of paper, giving place of your birth, a history of education, your occupation to the present time, your legal residence, and the reasons why you seek an appointment. Fold it neatly and brief it.

PATENT OFFICE.

Examination for Third Assistant Examiner.

(Number the answers consecutively; write on one side only of the sheet; sign your name to each page.)

1. What is a patent?
2. Who may obtain a patent in this country?
3. For what purpose are patents granted, and what have been the effects of the system in this country?
4. When were railroads first introduced into the United States, and what has been their effect upon the industries and general development?
5. What was the original and what the acquired territory of the United States, and how and when acquired?
6. Name and bound the dependencies of Great Britain.
7. What are the powers of the State, and what of the General Government?
8. What wars have been fought by the United States, and what were the general cause of those wars?
9. Name the co-ordinate branches of the Government, and define their respective powers and duties.
10. What were the great powers of Europe in the reign of Queen Elizabeth of England, and what important wars were carried on?
11. What are the different races of men, and what the various forms of government?
12. Describe a galvanic battery.
13. What is fire?
14. What are the distinctive quantities of metals? What metals can you name?
15. What are the principal forces used by man to produce mechanical results?
16. What are the mechanical uses of water in its various forms, and upon what qualities do its various uses depend?
17. What is air, and what are its uses?
18. Suppose a tree 100 feet in height be broken off by the wind, and that the top of the tree strikes the ground 40 feet from its base, while the other end of the part broken off rests on the top of the stump. Required the length of the part broken off.
19. A log of wood is 15 inches broad and 11 thick; what length of it will make 10 cubic feet?

20. A garden 500 feet long and 400 feet broad is surrounded by a terrace-walk, the surface of which is one-eighth of that of the garden; what was the breadth of the walk?

NAVY DEPARTMENT.—No. 1.

Examination for admission to fill vacancies for clerkships in Class One.

SHEET 1.—

Name.

Residence.

Place and date of birth.

Brief statement as to your education.

What experience in business or profession?

What clerical or other experience in Government service?

SHEET 2.—*Arithmetical.*

Write in figures the following numbers:

Twenty-four millions and six and decimal forty-two thousandths.

Nine hundred and six millions two hundred thousand and one and decimal six hundred-thousandths.

Write in words the numbers expressed by the following figures:

2,308.3051

.97500

Express in decimal form by figures: $7\frac{17}{10000}$.

Express by figures: Seventy-nine million two thousand and six hundred five-thousandths.

Ten thousand five hundred and five millions.

SHEET 3.—

Examples in simple addition, same as given in Sheet 3, Treasury.

Multiply the following figures:

\$896,745.54

726,047.86

SHEET 4.—

1. A clerk agreed for a house as follows:

To pay the contractor 3 per cent. profit on the cost of the materials, and $4\frac{1}{2}$ per cent profit on the cost of the labor, and was himself to be allowed $3\frac{1}{2}$ per cent. on the total cost of the materials and labor in consideration of prompt cash payment. The materials used were 132,000 bricks, at \$12.54 per thousand; 64,846 feet of lumber, at 3 cents per foot; paint and other articles, \$1,846.24. The labor cost one-quarter as much as the materials. What did the clerk pay for the house, what did the contractor receive, and what was the contractor's profit?

2. A paymaster had on hand \$8,345.24, and received from sale of

condemned stores \$1,379.83 $\frac{1}{3}$. He paid for advertising \$120.37 $\frac{1}{2}$ and deposited in the Treasury \$3,076.48. On being relieved he transferred one-third of the public funds in his hands to his successor, and divided the remainder between two other paymasters (A and B) in such manner that A received twice as much as B. How much did A and B receive respectively?

3. June 20, 1869, John Jones bought six acres of ground for \$375 per acre, borrowing money for that purpose at 8 per cent.

On the 2d of July, 1872, he sold one-third of it for \$400 per acre, and the residue for \$475 per acre. Did he gain or lose, and how much?

4. What sum should be paid at interest at 10 per cent. to amount to \$1,260 in 1 year 6 months and 9 days?

5. What sum in double millreis of Brazil is equal to \$123,036 at \$1.0253 per double millrei?

SHEET 5.—

6. Government purchased 96 acres of land, at \$41.34 $\frac{1}{2}$ per acre; 185 acres, at \$53.42 $\frac{1}{2}$ per acre; and 36 acres, at \$13.14 $\frac{3}{4}$ per acre. What was the area of the land, what its cost, and what the average price per acre?

7. A clerk had an income of \$1,100 per annum; he pays 10 per cent. of it for board, $\frac{1}{2}$ per cent. for washing, 2 per cent. for incidental, 15 per cent. for clothing, 9 per cent. for other expenses, and loses in various ways 50 per cent. of the amount then remaining. What does each item cost, what amount does he lose, and what sum does he have left?

8. Make up for John Jones, disbursing agent of the United States, in the form annexed (see sheet 7, Treasury,) his account-current for the quarter ending Dec. 31, 1872; his transaction having been as follows:

Due United States per account of previous quarter \$2,846.72; received on Treasury warrant, October 12, \$3,000; disbursed in October, \$2,764.10, on which he was entitled to a commission of one-quarter of one per cent.; received November 17, on Treasury warrant, \$2,826.-40; disbursed in November and December, \$5,672.44, on which he was entitled to a commission of 2 per cent.; and deposited December 31, balance due to the credit of the United States.

SHEET 6.—*History, Government and Geography.*

1. When and where did Washington resign his commission?

2. Where, and in what year, was the United States frigate Chesapeake boarded by the Leopard for the impressment of seamen?

3. The United States are now in what year of their independence?

4. When did the Constitution of the United States go into operation?

5. What is treason against the United States, and what is necessary to convict a person thereof?

6. In choosing a President of the United States by the House of

Representatives, to how many votes would the State of New York be entitled?

7. Through what States would a line pass if drawn directly from New York to New Orleans?

8. Name the States and Territories of the United States bordering on Mexico.

9. Where is the island of St. Helena?

SHEET 7.—*Syntax.*

Write out the following sentences, making any corrections that may be necessary:

1. Who servest thou under?

2. All friendships between you and I are severed.

3. Every one should know his duty.

4. Is that him who you were speaking of?

5. Your note, with its inclosures, have been referred to the Bureau, agreeable to your request.

6. The ship rode out the storm beautifully.

7. Neither your letter or its accompaniments have any bearing on the subject.

8. I speak now of John Q. Adams, the greatest orator of the two; he who died in the Capitol.

9. If thy hand or foot offend thee, cut them off and cast them from thee.

SHEET 8.—*Orthography and Punctuation.*

Copy the following passage clearly and legibly, correcting mistakes in orthography and punctuation, but not otherwise altering the words or their order:

There is however a much more palperble violation of grammer. In the use of the virb was it fall upon a grammatical ear like a hideous discord in waying such expressions, We must devest ourselves off every vestage of reverance; for meer names poets orroters historyans critticks when throne into the gramatical crusabel come out simply as men. Striped off all adventicious orniments you was instead of you were in point of perpriaty stands on a par with thou were the orthoraty of addison. In matters of grammar of bently who evadently never maid english grammer his studdy of boiling broke pope and others is as nothing short of universal addoption before which all must bow can ever sancsion the expression. You was, it can find no refuge but in ignorance or silly efectation.

SHEET 9.—*Letter and brief.*

Write a letter of one or two pages, on a given subject or one selected by yourself—fold and brief it.

NAVY DEPARTMENT.—No. 2.

Sheets 1, 2 and 3 same (with very little variation) as sheets 1, 2 and 3, Treasury Department.

4th, 5th, 6th and 7th consolidated.—*Arithmetic.*

If a paymaster receives \$150,000 from the Treasury, and fails to account for \$225 thereof, what is the per centage of loss to the Government?

The United States consul at Havre, in classing his accounts for the quarter, claims a balance due to him of \$58.93. He draws a draft and negotiates it through a banker, receiving five francs on the dollar on its face. If the franc be reckoned at \$1.93, for what amount, in dollars and cents, must the draft be made so that he shall receive the exact equivalent (in francs) of the amount due?

\$6,654.58 $\frac{1}{3}$ is the interest on \$75,000 for 15 months and 7 days, at what rate per cent., reckoning 360 days to the year.

An elastic ball, after striking the ground, rises to $\frac{4}{7}$ of the height from which it falls. After striking the ground the third time it rises 3 $\frac{7}{8}$ inches. From what height did it fall at first?

Sound travels at the rate of 1142 feet per second. If a gun be fired at a distance of 4 $\frac{1}{2}$ miles, how long after the flash will the sound be heard?

Two boats row a race over a straight course 1 mile 995 yards long, their rates of speed being 12 miles and 11 $\frac{2}{9}$ miles per hour respectively. Assuming that sound travels at the rate of 1140 feet per second, find how much the faster boat will be ahead of the other when the sound of the gun fired at starting is heard at the winning post?

Thomas Jones is a disbursing officer of the United States. On the first of January, 1872, there was advanced to him \$6,000; and on the 1st of April, 1872, \$2,500; on the 15th of May, 1872, \$1,761; and on the first of June, 1872, \$550.59. He has made disbursements to the amount of \$10,156; on \$5,000 he is entitled to commission of $\frac{2}{3}$ per cent.; on \$3,000 to a commission of $\frac{3}{8}$ per cent; and on the remainder to a commission of 1 per cent:

State the account of the United States with Thomas Jones in the frame beneath:

History and Geography.

During what war did the battle of Buen a Vista take place.

Name and describe the four chief rivers of France, telling where they rise and into what waters they empty.

When and where did General Robert E. Lee surrender.

Where is Singapore; Vera Cruz; Barcelona; Prague.

What is the highest judicial tribunal in the United States.

Name in order the bodies of water through which you would pass in sailing from Bombay to Saint Petersburg.

Name the States and Territories lying on the northern frontier of the United States, extending from the Atlantic to the Pacific Ocean.

In the following list, state which are sea-ports and which inland cities: Boston, Tallahassee, Baton Rouge, Saint Augustine, Nashville, Syracuse, and Des Moines.

SHEET 9.—*Orthograhpy and Punctuation.*

The deliberate expression of human thought: will allways asume A form, suposed to be adaptid, to the intelegence the tempar the taists and the ames; of those to whome it is addressed, he who speaks to an Audyence komposed of men of one clas. of one profesion of won party or of won sect will, use a narrower vockabulary a more restricted or a more sealect dyalect than he who expects to be herd by a more varius and komprehensive, sircu and a riter who apeals to a hole People who seeks to convince the understanding or inlict the sympathy's of a nation; must adopt a dicktion Employ arguments. And resort to illustrations which; shall, in there turn suit the comprehension and Awaken the interest of men of every class and every caling, whatever theirfore is desired for the ear or the perewsal of what we call the inlightened public must be as miscelaneus in its composition as that public itself. And it can come, home to the busums of awl only by using both the speech which is common too all and somwhat as the special vockabulary which is peculiar to each.

SHEET 10.—*Syntar.*

Copy the following sentences and correct such as contain errors in syntax.

I sold my horse and buggy for less than it cost.

The discomfiture and slaughter were very great.

Neither riches nor honors can satisfy an immortal spirit.

The chinese wall is thirty foot high.

He was the greatest statesman of the two.

It cannot be me.

Did not Mary look most beautifully at the lecture?

Prudence and not pomp are the basis of his fame.

SHEET 11.—*Letter and brief.*

WAR DEPARTMENT.

(Quartermaster and Surgeon General's Office.)

Examination for admission to fill vacancies in clerkships of Class One.

SHEET 1.—

Write a letter of about one page in length, addressed to the board of examiners, stating the character of your past and present occupation.

SHEET 2.—

Correct any errors that may exist in the following sentences:

Explain the difference between the old and the new plan.

I intended to have answered when you called.

The dead and wounded were left on the field.

Every one must judge of their own situations.

He would not act thus if he were with them.

SHEET 3.—

Correct the orthography of any of the following words that may be spelled incorrectly :

Iregularity, naration, consientions, seperate, catagory, buisness, vigorous, necesary, imediately, briefly, equivilent, debbet, prommisory, judgement, goverment, comutasion, medecins, allopathey, tryumphant, aforsaid, honerable, suplyes, memmorandum, eligible, comisary.

SHEET 4.—

Write out, in full, the following, correcting all abbreviations, and placing capitals and punctuation where they properly belong :

office of the depot qr mr ft leavenworth Kansas april 1 1873 sealed proposals will be recd at this office until 11 o'clock a. m. saturday may 3 1873 for building supts lodges of brick or stone at the ft leavenworth and ft scott Kansus natl cemeteries for further inform and plans and specifications apply to this office proposals to be endorsed proposals for supts lodges and addressed to the undersigned jno g chandler maj and qr mr U. S. A.

SHEET 5.—

How many dollars make an eagle ?

How many shillings one pound ?

How many feet one rod ?

How many quarts one bushel ?

How many feet one cord ?

Express in words the following amounts :

2009001 ; 6.00107 ; 9807300.026 ; $\frac{28}{37}$; $725\frac{45}{54}$;

Subtract 754.75478 from 9026.8399.

Divide 12.82561 by 1.505.

What is the product of $\frac{1}{8}$ of $\frac{6}{9}$ of 3 of $15\frac{1}{7}$?

(State the result in vulgar and decimal fractions.)

What is the interest on \$378.42 for 1 year 5 months and 3 days, at 7 per cent.?

A man purchased a house for \$10,000 on the following terms: \$5,000 in cash; \$2,500 in 3 months, and the balance in 6 months. What was the cash value of the property, interest being calculated at 6 per cent.?

What is a pile of wood, 8 feet long, 7 feet wide, and 5 feet high worth at \$4.50 per cord ?

SHEET 7.—

When bank-stock sells at a discount of $7\frac{1}{2}$ per cent.; what amount of stock at par value will \$3,700 purchase ?

An army fought two battles. In the first it lost 15 per cent., and in the second 20 per cent. of the original number, after which it mustered 19,500 men. What was the original strength, and how many men were lost in each engagement ?

What is the cost of each of the following items of a soldier's ration ?

12 oz. of pork, at \$17.87½ per bbl., (200 lbs.)

1 lb. 6 oz. of flour, at \$6.62½ per bbl., (196 lbs.)

2.4 oz. of beans, at \$2.20 per bushel, (60 lbs.)

1.6 oz. of rice, at \$6.75 per 100 pounds.

4.8 oz. of potatoes, at 95 cents per bushel, (60 lbs.)

1.6 oz. of coffee, at 22½ cents per pound.

1.4 oz. of sugar, at 6½ cents per pound.

SHEET 9.—

Name four battles occurring in the war with Great Britain in 1812, and four in the war with Mexico.

Name the first three or four States admitted into the Union of the thirteen colonies after the Revolution.

What were the principal events occurring during President Jefferson's term of office ?

Bound the State of which you are a resident, give its capitol and two of its principal cities.

Describe the Missouri River, giving its rise, course of flowing, through what States it passes, and where it empties.

What are letters of marque and reprisal, and what is a capitation tax ?

Name six of the powers granted to Congress by the Constitution.

What provisions exist in the Constitution regarding the adjournment of Congress ?

SHEET 10.—

Make a copy of the following rough draught of a letter.

(This letter being photo-lithographed, it is not practicable to reproduce it here.)

WAR DEPARTMENT.—No. 2.

Sheets 1 and 2 same as Treasury examination, except a slight change in the figures and numbers.

SHEET 3.—An exercise in simple addition, same as given in sheet 3, Treasury examination.

SHEET 4.—Express the answers decimally, and show the operation in full in each case :

A quartermaster purchased 17 tons of hay, at \$10.50 per ton ; 2,570 pounds of corn, at 87½ cents per bushel (56 pounds to the bushel ;) 1,956 pounds of oats, at 37⅔ cents per bushel (32 pounds to the bushel ;) and 10,247 feet of lumber, at \$15.62½ per thousand feet. What was the total cost of the purchase ?

A disbursing agent receives \$11,948.23. He pays out \$3,096.48, and the residue he disburses to five sub-agents as follows : The first receives one-fourth part, and the remainder is equally divided among the others. What was the share of each ? (Give the answers to the third decimal place.)

A commissary of subsistence wishes to purchase an equal quantity of wheat, corn and rye; he pays for the wheat $\$2.22\frac{1}{2}$ a bushel; for the corn $98\frac{1}{2}$ cents a bushel; and for the rye $\$1.16\frac{4}{5}$ a bushel. How many bushels of each can he buy for $\$242,979$?

SHEET 5.—

The cash price of beef is $9\frac{3}{8}$ cents per pound, and of flour $3\frac{5}{6}$ cents per pound. One pound and four ounces of beef, and one pound and six ounces of flour are allowed to a ration. How much will 145 rations cost at the above rates?

A quartermaster bought $11\frac{1}{3}$ cords of wood at one time, and $24\frac{3}{5}$ cords at another.. After issuing $15\frac{4}{9}$ cords, how much remained?

A commissary of subsistence about to change quarters, and being compelled to dispose of $113\frac{3}{5}$ bushels of wheat, sold $\frac{5}{8}$ of the same at $\$2\frac{1}{2}$ a bushel, and the remainder at $\$1\frac{2}{7}$ a bushel. How much did he receive for his wheat?

SHEET 6.—

The total population of four western cities in 1860, was 72,000. The number of inhabitants in the first was 40,000, in the second, 20,000, in the third, 8,000, and in the fourth, 4,000. In 1870, the total population of the towns had increased 50 per cent., what was the population of each town in 1870, all the towns having increased at the same rate?

If the premium on gold is $13\frac{3}{8}$ per cent. what amount of gold must one sell to pay a note of \$100 in currency?

What is the interest on \$156,000 for $8\frac{1}{2}$ months at 6 per cent. a year?

SHEET 7.—

John Smith is a disbursing agent of the United States. January 1, 1872, there is in his hands \$13,875.68. February 1, he pays out \$4,268.75, on which he is entitled to a commission of $1\frac{3}{5}$ per cent. March 1, he receives \$5,820.31. May 1, he pays out \$2,897.50, on which he is entitled to a commission of $2\frac{1}{3}$ per cent.

Make a statement of his account in the frame below showing balance due the United States. (See Sheet 7, Treasury.)

SHEET 8.—*History and Government.*

What French nobleman was actively engaged in our Revolutionary war?

Who were General Arnold and Major Andre?

What was the cause of the war of 1812?

In what year did the war between the U. S. and Mexico begin?

What does the writ of habeas corpus authorize an officer to do?

What are letters of marque and reprisal?

Does the Constitution prohibit Congress passing laws for the establishment of any religion?

What States border on the Gulf of Mexico?

What are the two principal mountain-ranges of the United States?
Bound the State or Territory of which you are a resident, and give its capital and principal rivers.

SHEET 10.—

Write an account of your life, in the form and style of a letter, of not less than one page and a half in length, and fold and brief it.

SHEET 9.—

Copy the following and correct the orthography and punctuation:

The influanse of the norman Conquest upon the language of england like that of a grate Inundasion wich at first bury's the face of the lanscap under its wators butt, wich at last subciding leves behind it the elaments, of new buty and fertillity. its first effecks was to degraid the saxan tong. to the exklusive use of the inferier orders and by, the transferrance of estaits ecklesiastical benifices and civil dignaties to norman posesors to give the french language which had begun to prevale at kourt from the time edward The confesser a more complete predomenense amonge the hier classes of society. the nativgentry of england wer ether driven intoo exile or, depresed; intoo a stat of dependance on there conquerer wich habichuatid them to speke his language.

SHEET 10.—

Correct the following sentences:

He found memoranda and took it home.

Do not they say, every true believer has the spirit of God in them?

Had I known the character of the lecture I would not have went?

Neither riches nor fame render a man happy.

He admired Homer's works for its beauty.

He cannot get no employment in town.

Each man and each woman were particularly alluded to in the report of the office.

LETTER AND BRIEF.

Promotion in Office of Treasurer of the United States.

OLYMPIA, W. T., *January 25, 1875.*

SIR: Being about to engage in the banking business at this place, I am desirous of obtaining information on the points mentioned below. Will you, therefore, be so kind as to answer the following inquiries in a concise and explicit form?

1. What is the difference between an advance warrant and a settlement warrant, and between an ordinary covering warrant and a repay covering warrant?

2. With what officers and others may deposits be made to the credit of the Treasurer of the United States?

3. In what cases is mutilated currency of the United States subject

to “discount?” What amount would be paid at the Treasury for five-eighths of a \$10 United States note?

4. Is fractional currency a legal tender? By whom and in what amounts is it exchangeable for United States notes?

5. On what terms is new fractional currency furnished to banks and private individuals?

6. By whom and on what terms are the notes of national banks which have failed or have gone into voluntary liquidation redeemable?

7. What is the mode of paying interest on registered stock of the funded loan of 1881?

8. What is meant by the term “called bonds?” What kinds of bonds may be “called,” and by whom, in what manner, and under what authority?

9. For what purpose are United States bonds deposited with the Treasurer in trust for national banks. Do bonds so deposited afford any security to individual depositors with national banks?

10. Within what periods must national banks make their returns of semi-annual duty to the Treasurer, and what is the penalty for failing to make return within the prescribed time?

Very respectfully yours,

ADAM SMITH.

TREASURER UNITED STATES.

Examinations to fill vacancies in any of the Executive Departments shall be held not only in Washington, but also, when directed by the head of the Department in which the vacancy may exist, in the several States, either at the Capital or other convenient place.

The appointment of persons to be employed exclusively in the secret service of the Government; also of persons to be employed as translators, stenographers, or private secretaries, or to be designated for secret service, to fill vacancies in clerkships in any of the Departments at Washington, may be excepted from the operation of the civil service rules.

When a vacancy occurs in a consular office, of which the lawful annual compensation is three thousand dollars or more, it will be filled at the discretion of the President, either by the transfer of some person already in the service, or by a new appointment, which may be excepted from the operation of the rules. But if the vacancy occurs in an office of which the lawful annual compensation, by salary or fees, is more than one thousand dollars and less than three thousand dollars, and it is not filled by transfer, applications will be addressed to the Secretary of State, inclosing proper certificates of character, responsibility and capacity, and the Secretary will notify the applicant who upon investigation appears to be most suitable and competent, to attend for examination, and if he shall be found qualified he will be nominated.

When a vacancy occurs in the office of Postmaster in cities having a population of twenty thousand or more, the Postmaster General shall

ascertain if any of the subordinates in such office are suitable persons qualified to discharge efficiently the duties of postmaster, and if such are found he shall certify to the President the name or names of those subordinates, not exceeding three in number, who, in his judgment, are best fitted for the position; from which list the President will make the nomination to fill the vacancy. Vacancies occurring in the clerkships in said office will be filled in accordance with civil service rules.

When a vacancy occurs in the office of Postmaster of a class not otherwise provided for, applications for the position from *any subordinate or subordinates* in the office, or from other persons residing within the delivery of the office, may be addressed to the Postmaster General, inclosing proper certificates of character, responsibility and capacity, and the appointment will be given to the person certified by the Board of Examiners as being most suitable and best qualified to fill the position. Special Agents of the Post Office Department shall be appointed by the Postmaster General at discretion, from persons already in the postal service, or other applicants found qualified under the rules.

Applications for appointments in the office of Register or Receiver of the Land Office, or of Pension Agent located in any of the several States, must be addressed to the Secretary of the Interior, Washington, D. C., inclosing proper certificates of character, &c. From the list of applicants, certified by the Board of Examiners as in every way qualified, nominations will be made. For positions in the office of United States Marshal, applications in writing from residents in the district in which the same may be located, must be addressed to the Attorney General of the United States, Washington, D. C., inclosing proper certificates of character, responsibility and capacity. Such vacancies will be filled by the appointment of those only who have been certified by the board as fully qualified.

Vacancies occurring in offices in the several Territories, excepting those of Judges, Indian Agents and Superintendents, will be filled by the appointment of competent and suitable persons domiciled in the Territory in which the vacancy occurs, if any such are found.

(Misplaced through Error.)

PROMOTIONS.

In the competitive examinations for promotion in the various Departments, the questions propounded will be found to be almost identical with the foregoing, with the exception that Sheet No. 11 necessitates the answering of certain technical questions, directly relating to the Office or Bureau in which the candidate is employed. The answers must be given in the form of a letter, and neatly folded and briefed.

The following examples it is deemed will suffice :

TREASURY DEPARTMENT,

Washington, July 8, 1876.

SIR: I have the honor to request that you will furnish me with the following information :

1. What duties are assigned by law to the Second Auditor of the Treasury ?

2. Into what Divisions is his Bureau divided ?

3. State briefly the work assigned to each Division.

4. In what cases is the mother entitled to bounty and arrears of pay in preference to the father ?

5. What is the first duty of an examiner upon receiving a claim for examination ?

6. Give a general statement of the mode of stating a paymaster's account.

7. What is the difference between personal items belonging to appropriation accounts ?

8. Through what bureaus of the War Department are property returns received ?

9. State the method of examining these returns.

Very respectfully,

LOT M. MORRELL, *Secretary.*

Hon. E. B. FRENCH,

Second Auditor of the Treasury.

SHEET 11.—Of competitive examination in 4th Auditor's Office, Treasury Department.

“Answer the following inquiries *seriatum*, in the form and style of a letter to the Board of Examiners, and fold and brief your reply :

1. Into how many divisions is the Fourth Auditor's office divided ? Give their names and describe the duties pertaining to each division.

2. Describe an allotment in detail.

3. What becomes of a paymaster's account after it is settled in that office ?

4. What is a reconciling statement ?

SHEET 12.—Competitive examination for promotion in office of the Commissioner of Customs.

Answer the following inquiries *seriatim* in the form and style of a letter to the Board of Examiners, and fold and brief your reply :

1. What is a port of entry ?
2. What is a port of delivery ?
3. How long can goods remain in bonded warehouse ?
4. What is done with them at the expiration of that time ?
5. How long a time is generally allowed for a vessel to unlode ?
6. What is done with goods remaining on board at the expiration of that time ?
7. What additional charge is made on goods remaining more than one year in warehouse ?

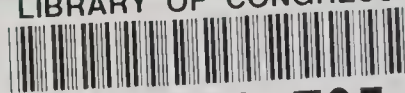




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